

EXTERNAL QUALITY ASSURER USER GUIDE



**...it's like
child's play!**

Learning Assistant's e-portfolio is so easy to use...

LA - EQA USER GUIDE

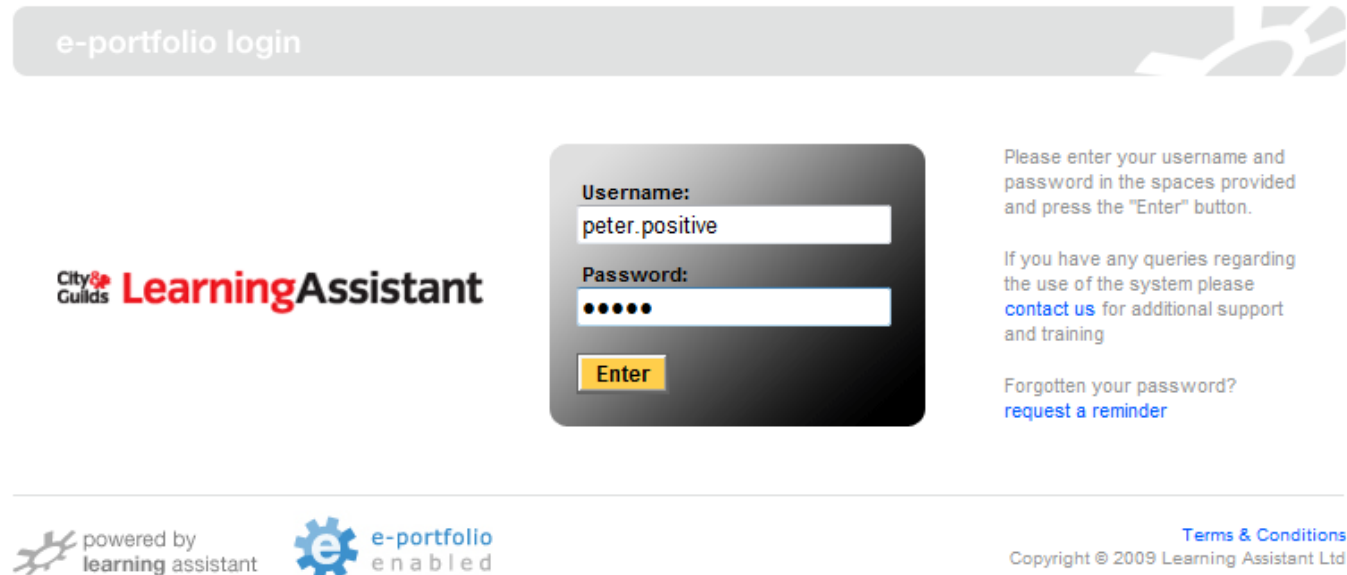
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- The centre must register the EQA on Learning Assistant under 'team'
- Once the EQA has been created on Learning Assistant the centre administrator must assign the candidates to the EQA
- The login details are sent out by the centre administrator to the EQA to enable them to log into Learning Assistant
- The EQA will receive the URL address, user name and password to log in to the system

HOW DO I LOG ON?



The screenshot shows a web browser window with a light blue header. Below the header is a grey bar with the text "e-portfolio login" and a gear icon. The main content area features the "City of Guilds LearningAssistant" logo on the left. In the center is a login form with a dark grey background. The form has two input fields: "Username:" with the text "peter.positive" and "Password:" with five dots. Below the password field is a yellow "Enter" button. To the right of the form, there is instructional text: "Please enter your username and password in the spaces provided and press the 'Enter' button." Below this, it says "If you have any queries regarding the use of the system please [contact us](#) for additional support and training". At the bottom of the form area, it says "Forgotten your password? [request a reminder](#)". At the bottom of the page, there is a footer with three logos: "powered by learning assistant" (with a gear icon), "e-portfolio enabled" (with a gear icon), and "Terms & Conditions" (with a link icon). Below the logos is the copyright notice "Copyright © 2009 Learning Assistant Ltd".

e-portfolio login

City of Guilds **LearningAssistant**

Username:
peter.positive

Password:
•••••

Enter

Please enter your username and password in the spaces provided and press the "Enter" button.

If you have any queries regarding the use of the system please [contact us](#) for additional support and training

Forgotten your password? [request a reminder](#)

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You will receive your user name and an initial password to access LA from the centre

LA - EQA USER GUIDE

Your home page

View assigned learners using the 'Candidate Tab' or 'Candidate Manager' option

e-portfolio

Home Candidates News & Events PDR Sampling Summary

Hi Andrew, Welcome to Learning Assistant.

Overview Resources

Change Password
Change your password to enhance security. Your Company will be automatically informed regarding the change.

Candidate Manager
Review the progress of the Assessors and Assessor's work and review the progress of the candidates on their qualification.

News and Events
Find out the latest news and information on the courses and services available from LA Demo 4, as well as details of upcoming events crucial for your diary.

Wall | Albums | News | Events

City & Guilds

View Facebook Page

View Website

2549

0207 294 2468

Like us on facebook

Overview Resources

Select what you need from the Help Resources below

Visit the LA Portal
For help, advice and resources.

ing about a career in Construction, may video which provides views from both ators helpful:

City & Guilds **LearningAssistant**

Terms & Conditions | Customer Support

View any resources that the centre may have uploaded for the activity

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To view learners allocated to a particular Assessor or IQA select their name from the drop down box alternatively leave the option on 'Any' to view all learners

Click on learners name in blue to view the course folder

The status of each learner is colour coded

e-portfolio City & Guilds LearningAssistant

Home **Candidates** News & Events PDR Sampling Summary Logout Help/Portal

Candidate Manager

Review the progress of candidates on their courses, assess coursework and create entries in their contact diary.

Search

Use the categories to search for specific candidate information. Pull down tabs to set search criteria. When search criteria are set press Search to produce results.

Course

Company -- Any Company --

Assessor -- Any Assessor/Assessor --

IV -- Any Verifier --

Candidate

Reset Search Form Search

Total Candidates Shown: 5

| Candidate | Units | Started | Completed | Not Started | Verified | Referred | Completed | Comment |
|--|-------------|---------|-----------|-------------|----------|----------|-----------|---------|
| 500/6355/8 - Diploma - Level 2 NVQ Diploma in Hairdressing Apprenticeship (3008-02) (Active users: 1) | | | | | | | | |
| Hill, Jessy Clever College | Intro Hair | G7 | GH8 | GH9 | GH10 | GH11 | GH12 | G4 Hair |
| | FS Maths L2 | | | | | | | |
| | | | | | | | No | |
| NVQ - Health and Social Care Level 3 C&G (HSC L3) (Active users: 1) | | | | | | | | |
| Stokes, Ellie Clever College | 31 | 32 | 33 | 330 | 35 | 358 | 360 | 375 |
| | | | | | | | No | |
| NVQ - Teaching Assistants Level 2 (T Ass 2) (Active users: 1) | | | | | | | | |
| Smith, Sue Clever College | 2-10 | 2-20 | 2-30 | 2-40 | A9 | | No | |
| SVQ - Assessor/Verifier units (AV) (Active users: 2) | | | | | | | | |
| Calvert, Jonathan Clever College | A0 | A1 | A2 | | | | No | |
| Matthews, Deborah Clever College | A0 | V1 | | | | | No | |

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Progress of the qualification, the start and end dates are set by the centre administrator.

| | |
|---|-----------------------------|
| ① | List of units |
| ② | Link to the unit |
| ③ | Status of the unit |
| ④ | Evidence folder tab |
| ⑤ | Registration details |
| ⑥ | Contact diary (audit trail) |

e-portfolio

City & Guilds LearningAssistant

Home Candidates News & Events PDR Sampling Summary Logout Help/Portal

Jessy Hill
E:

1st A: Anna Clark
1st V: Kirsty Jones

27 Jun 12 28 Feb 13
60% exp. 100%

Course Snapshot

④ ⑤ ⑥

View of the e-portfolio

Course Folder Evidence Folder Registration Contact Diary

500/6355/8 - Level 2 NVQ Diploma in Hairdressing Apprenticeship (Incomplete)

View:

| ① Unit / Element | ② | ③ Status |
|------------------|---|---|
| Intro Hair | Intro Hair Introduction | |
| | ▶ Intro Hair.1 Resources | No Action Required |
| | G7 Advise and consult with clients | Verified (27/11/12 Kirsty Jones) |
| | ▶ G7.1 Advise and consult with clients | Verified Kirsty Jones 27/11/12 |
| | GH8 Shampoo, condition and treat the hair and scalp | |
| | ▶ GH8.1 Shampoo, condition and treat the hair and scalp | Element Reviewed and Returned Anna Clark 01/11/12 |
| | GH9 Change hair colour | Verified (20/03/13 Kirsty Jones) |
| | ▶ GH9.1 Change hair colour | Verified Kirsty Jones 20/03/13 |
| | GH10 Style and finish hair | |
| | ▶ GH10.1 Style and finish hair | Started |
| | GH11 Set and dress hair | |
| | ▶ GH11.1 Set and dress hair | Started |
| | GH12 Cut hair using basic techniques | |
| | ▶ GH12.1 Cut hair using basic techniques | Started |
| | G4 Hair Fulfil salon reception duties | Verified (20/03/13 Kirsty Jones) |
| | ▶ G4 Hair.1 Fulfil salon reception duties | Verified Kirsty Jones 20/03/13 |
| | GH13 Plait and twist hair | |
| | ▶ GH13.1 Plait and twist hair | Started |

To view a unit and evidence click on the element

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Evidence mapped to the unit and outcomes

To view the evidence click on the file name

Assessor and IQA feedback. Entries marked as private will not be accessible to the learner

The Y shows the evidence that has been sampled by the IQA

The Assessor will map the evidence against the outcomes/criteria

welcoming clients and visitors, dealing with enquiries, making customers' appointments and handling payments. Over the course of this unit, your communication skills will develop so that you can deal with different people, including those who appear to be angry, confused and those who are making a complaint

Do Cover Know Words

1 2 3 4

Competence Claim

Print (HTML) Print (PDF)

| Ref | Document Title | Evidence Type | IV | Outcomes | | | | | | | | | | | | | | |
|---------------------------|---|---------------|----|----------|---|---|---|---|---|---|---|---|---|---|---|---|----|----|
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1 | RA | RA | N | Y | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | |
| 2 | Witness Testimony | WT | N | Y | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | |
| 3 | Online Test for GH8 | Q | Y | Y | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4 | Workplace observation - G4 and GH8 observed | O | Y | Y | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | |
| 5 | Evidence 29/03/2012 | | N | Y | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | |
| 6 | obs 1 | O | Y | Y | | | ✓ | | | | | | | | | | | |
| 7 | observation with Jessy | O | N | Y | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | |
| Completed (Assessor Only) | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Related Contact Diary entries for this Element

Print Contact Diary

Show: 10 Private: All Category: Please select... Filter:

| Private | Date | Posted By | Description | Action | Next Meeting | Options |
|---------|-----------------------|-------------------------------|--|---|--------------|---------|
| Yes | Mar 20, 2013 12:29 PM | Kirsty Jones Primary Verifier | Verification Feedback Element G4 Hair.1 Verified | Well assessed, unit verified | | |
| No | Mar 30, 2012 1:17 PM | Anna Clark Primary Assessor | Assessment Feedback Element G4 Hair.1 Accepted as Complete | Well done | | |
| No | Mar 29, 2012 10:59 PM | Anna Clark Primary Assessor | Assessment Feedback Workplace assessment | Excellent observation with Jessie Hill today in Quaks salon! She has settled into her junior role really well and mixes well with her manager and other stylists. Susan her manager told me that she is very happy with the past 2 weeks. | | |

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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welcoming clients and visitors, dealing with enquiries, making customers' appointments and handling payments. Over the course of this unit, your communication skills will develop so that you can deal with different people, including those who appear to



Date of Observation 17 October 2011

Outcomes: G7.1 - Advise and consult with clients

Outcomes

1 Identify what clients want

What you need to know

1 Salon and legal requirements: your own responsibilities under the Data Protection legislation

2 Salon and legal requirements: your legal responsibilities for describing the features and benefits of products and services

8 Hair, skin and scalp analysis: why it is important to identify factors that may limit or affect services and products which can be used

9 Hair, skin and scalp analysis: how lifestyle, adverse hair, skin and scalp conditions, incompatibility of previous services and products used can limit or affect the services and products that can be offered to clients

10 Hair, skin and scalp analysis: the indications of suspected infections and infestations

Print (HTML) Print (PDF)

| nes | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----|---|---|---|---|---|---|---|---|---|---|---|----|----|----|
| | | | | | | | | | | | | | | |
| | ✓ | | | | | | | | | | | | | |
| | ✓ | | | | | | | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | ✓ | | | | | | | | | | | | | |
| | ✓ | | | | | | | | | | | | | |
| | ✓ | | | | | | | | | | | | | |
| | ✓ | | | | | | | | | | | | | |

Print Contact Diary

Related Contact Diary entries for this Element

Show: 10 Private: All Category: Please select... Filter:

| Private | Date | Posted By | Description | Action | Next Meeting | Options |
|---------|-----------------------|-------------------------------|--|---|--------------|---------|
| Yes | Mar 20, 2013 12:29 PM | Kirsty Jones Primary Verifier | Verification Feedback Element G4 Hair.1 Verified | Well assessed, unit verified | | |
| No | Mar 30, 2012 1:17 PM | Anna Clark Primary Assessor | Assessment Feedback Element G4 Hair.1 Accepted as Complete | Well done | | |
| No | Mar 29, 2012 10:59 PM | Anna Clark Primary Assessor | Assessment Feedback Workplace assessment | Excellend observation with Jessie Hill today in Quaks salon! She has settled into her junior role really well and mixes well with her manager and other stylists. Susan her manager told me that she is very happy with the past 2 weeks. | | |

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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Viewing the evidence against the standards

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e-portfolio

City & Guilds LearningAssistant

Home Candidates News & Events PDR Sampling Summary Logout

Jessy Hill

E:



1st A: Anna Clark

1st V: Kirsty Jones

Course Folder

Evidence Folder

Registration

Contact Diary

Course Metrics

25

Type: Please select...

Filter:

| Ref | Document Title | Size | Uploaded | Evidence Type | Actions |
|-----|--|--------|-------------------------------------|---------------|---------|
| 15 | Checklist results [24-10-2013 at 14:07]: Consultation service - One other service (please state).pdf | 25 KB | 24 Oct 2013, 02:07 PM by | | E Lock |
| 14 | Checklist results [24-10-2013 at 13:53]: Plaiting and twisting hair.pdf | 27 KB | 24 Oct 2013, 01:53 PM by | | E Lock |
| 13 | greens 2ylku y75 | 142 KB | 24 Oct 2013, 01:27 PM by Lesley Lee | P | E Lock |
| 12 | Checklist results [16-10-2013 at 12:22]: Consultation service - Styling.pdf | 25 KB | 16 Oct 2013, 12:23 PM by | | E Lock |
| 11 | Koala | 763 KB | 16 Oct 2013, 12:07 PM by Lesley Lee | P | E Lock |
| 10 | Checklist results [16-10-2013 at 10:02]: Consultation service - Shampooing and conditioning.pdf | 25 KB | 16 Oct 2013, 10:03 AM by | | E Lock |
| 9 | Checklist results [16-10-2013 at 10:00]: Consultation service - Shampooing and conditioning.pdf | 25 KB | 16 Oct 2013, 10:01 AM by | | E Lock |
| 8 | Checklist results [16-10-2013 at 10:00]: Consultation service - Shampooing and conditioning.pdf | 25 KB | 16 Oct 2013, 10:01 AM by | | E Lock |
| 7 | photo cruising as a team | 50 KB | 14 Oct 2013, 11:16 AM by Lesley Lee | RA | E Lock |
| 6 | 3847_English_Fast_track_approval_from_3692_3748_3792_v2 | 385 KB | 14 Oct 2013, 11:16 AM by Lesley Lee | O | E Lock |

Select the **Evidence Folder** tab to view all evidence for the qualification


The padlock appears when the evidence has been assessed and therefore cannot be removed or replaced

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Home Candidates News & Events PDR Sampling Summary Logout Help/Portal

Jessy Hill
E: 

1st A: Anna Clark
1st V: Kirsty Jones











27 Jun 12 28 Feb 13
exp. 100%
60%

Course Snapshot

Print Contact Diary

Course Folder Evidence Folder Registration **Contact Diary** Course Metrics

Private: All Category: Please select... Filter:

| Private | Date | Posted By | Description | Action | Element | Next Meeting | Options |
|---------|-----------------------|-------------------------------|--|---|-----------|--------------|---|
| Yes | Mar 20, 2013 12:29 PM | Kirsty Jones Primary Verifier | Verification Feedback Element G4 Hair.1 Verified | Well assessed, unit verified | G4 Hair.1 | |  |
| Yes | Mar 20, 2013 12:12 PM | Kirsty Jones Primary Verifier | Verification Feedback Element GH9.1 Verified | Well done, this meets the range etc etc | GH9.1 | |  |
| No | Mar 12, 2013 5:42 PM | Anna Clark Trainer | General jbhcgvy | Hgvhvyvh | | |  |
| No | Jan 31, 2013 9:45 AM | Anna Clark Trainer | One to One Review hghbjn | jnhbunybun | | Jan 11, 2013 |  |
| No | Jan 31, 2013 9:45 AM | Anna Clark Trainer | One to One Review hghbjn | jnhbunybun | GH9.1 | Jan 19, 2013 |  |
| No | Jan 31, 2013 9:45 AM | Anna Clark Trainer | Assessment Feedback | | | |  |
| No | Jan 31, 2013 9:45 AM | Anna Clark Trainer | One to One Review | | | Jan 11, 2013 |  |
| No | Jan 31, 2013 9:45 AM | Anna Clark Trainer | One to One Review hghbjn | jnhbunybun | GH9.1 | Jan 19, 2013 |  |
| No | Jan 31, 2013 9:45 AM | Anna Clark Trainer | Assessment Feedback | | | |  |
| Yes | Nov 27, 2012 1:26 PM | Kirsty Jones Primary Verifier | Verification Feedback Element G7.1 Verified | Well assessed Anna, Outcome verified | G7.1 | |  |

Showing 1 to 10 of 30 entries

First Previous 1 2 3 Next Last

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Select the **Contact Diary** tab to view all feedback from the Assessor and IQA

Entries marked as **Yes** will not be accessible to the learner or employer

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Home Candidates **News & Events** PDR Sampling Summary Logout Help/Portal

News & Events

Find out the latest news and information on the courses and services available from LA Demo 4, as well as details of upcoming events crucial for your diary.

NEWS

ALP Distributes £1.5 Million LSC Fund
The Association of Learning Providers (ALP) will today announce that it has successfully allocated £1.5 million worth of funding to support e-learning.

Practical skills crucial to recruitment process
In a recent YouGov poll, just over two-thirds of employers admitted to saying that school and college leavers lack the necessary practical skills valued by industry.

Women in Construction
Colleges in South East England are witnessing a growth in female enrolments for construction courses as the trade becomes more attractive to women as a career option.

90% of employers are satisfied with Modern Apprenticeships
90 per cent of employers are satisfied with the Modern Apprenticeship scheme. The research report states that: "Satisfaction rates remain high and across all Modern Apprenticeship types."

SQA issue some interesting statistics
More and more companies are seeing education and training for their workforce as an investment, not as a luxury.

National Debate on Education
Greater subject choice, fewer tests and exams, and smaller classes at the crucial transitional stage between primary and secondary school feature in the Executive's response to the National Debate on Education which was published on 29th July.

Scots universities 'punch above weight'
A survey published 7th July shows that Scottish universities generate 14 per cent of all UK spin-out companies, grant 15 per cent of licences, and file 11 per cent of patents.

E-learning offers more
E-Learning offers 'more training for Scottish workers, global opportunities for Scottish companies' - Iain Gray The development and promotion of computer based 'e-learning' packages will enable more people to access first class training in their workplace and open up new global markets to Scottish companies, Iain Gray said today.

EVENTS



NVQ Using IT Candidate Programme Overview
Location: Room 101
When: 03 Oct 08
For those interested in enrolling on the NVQ Using IT programme, this overview will prove invaluable.

E-Business
Location: N/A
When: 11 Sep 08
E-business Week are being lined up to encourage Scottish companies to tap into the internet and all it can offer. More than 100 events are expected to take place right across Scotland. Best of all, many of the events will be FREE (although larger events may attract a fee).

Any news or events the centre would like to share with the Qualification EQA will be located on this tab

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 Andrew Smith 

Home Candidates News & Events **PDR** Sampling Summary

Professional Development



Select An Assessor to view their Professional Development Record

Select

Use the menu to select the Professional Development Record you wish to view.

Assessor:

Please Select ▼
Please Select
Ross Allenby
Joe Bell
Lynne Brandt
Anna Clark
Anne Dewar
Kirsty Jones
William Oliver

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To sample the Assessors CPD select the name from the drop down box

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Please note you will also be able to select IQAs from this drop down box

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A view of a CPD log

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City & Guilds LearningAssistant

Home Candidates News & Events PDR Sampling Summary Logout

Help/Portal

Professional Development



Anna Clark's Professional Development Record

Select

Use the menu to select the Professional Development Record you wish to view.

Assessor: Anna Clark

| Activity Date | Description | Action | Created | Notes | Duration(Hrs) |
|---------------|----------------------------------|--|-----------|-------|---------------|
| 17 Oct 12 | Training | Completed training - excellent day. | 17 Oct 12 | | 3.00 |
| 20 Mar 12 | FAQ session | completed - no further action required | 20 Mar 12 | | |
| 27 Apr 06 | Learning and Development level 3 | Started to work towards this qualification. Target completion March 2007 | 27 Apr 06 | | |
| 27 Apr 06 | Training on remote access system | City and Guilds remote training on use of software sharing computer screens. Very easy to use and follow. hosted part of meeting. Could be useful with candidates although both sides need to have software. Understand that Office are introducing to upgrades. | 27 Apr 06 | | |
| 27 Apr 06 | City and Guilds conference | Excellent information on new administration standards. Workshops looked at implementation. Action: review at next assessor meeting and start work on assessment materials | 27 Apr 06 | | |
| 04 Apr 06 | Achieved V1 unit | completed V1, looking forward to taking on the Verifier role | 04 Apr 06 | | |
| 04 Apr 06 | Learning Assistant Training | attended session introducing e-portfolios Excellent Day. looking forward to working this way | 04 Apr 06 | | |
| 04 Apr 06 | Health & Safety Training | attended half day session on neobosh. Need to review internal policy on risk assessment | 04 Apr 06 | | |

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e-portfolio

Andrew Smith

Home Candidates News & Events PDR **Sampling Summary**

Sampling Summary

Review reports of units sampled in order to ensure that sampling occurs evenly and according to your centre's sampling strategy. Plus, determine your Sampling Plans.

Automatic Sampling Plan
Flash Movie

Sampling a Unit
Flash Movie

Candidates Assessors Evidence Types IV Observations Referral History Sampling Plans

Select
Use the following options to display a summary of units verified.

IV: Please Select
Please Select
Anna Clark
Kirsty Jones
William Oliver

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To view IQA activity
select the IQA from
the drop down box

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Home Candidates News & Events Appointments Forums PDR **Sampling Summary** Messages Logout Help/Portal

Sampling Summary

Review reports of units sampled in order to ensure that sampling occurs evenly and according to your centre's sampling strategy.

An Automatic Sampling Plan
Flash Movie

Sampling a Unit
Flash Movie

Candidates **Assessors** Evidence Types IV Observations Referral History Sampling Plans

Select
Use the following options to display a summary of units verified.

Course: CCLD L2 - Diploma in Children's Care, Level 2

Assessor: All

Verification Type: Both

Start Date (d/m/y): 24 / 11 / 2009

End Date (d/m/y): 24 / 11 / 2010

Search

Key: X Not Selected Not Started Started Completed Verified Verified, but outside the search terms

| | MU 2.2 | MU 2.3 | MU 2.4 | MU 2.8 | MU 2.9 | MU 2.10 | SHC 21 | SHC 22 | SHC 23 | TDA 2.1 | OP 2.4 | OP 2.1 | OP 2.11 | OP 2.2 | OP 2.3 | OP 2.5 | OP 2.6 |
|----------------|--------|--------|--------|--------|--------|---------|--------|--------|--------|---------|--------|--------|---------|--------|--------|--------|--------|
| Clark, Adrian | | | | | | | | | | | X | X | | X | X | X | X |
| Davies, Wendy | 1 | | | | | | | | | | X | X | X | X | X | X | X |
| Gilbert, James | | | | | | | | | | | X | | X | X | X | X | X |
| McNee, Louise | | 1 | | | | | | | | | | | | | | X | X |
| | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

You can select Formative, Summative or both sampling options

To view candidates for a named Assessor select from the drop down box, alternatively to view all candidates filter on all

Summative sampling the box is shaded dark pink

Formative sampling has a number in the unit box

Sampling Summary

Review reports of units sampled in order to ensure that sampling occurs evenly and according to your centre's sampling strategy. Plus, determine your Sampling Plans.

[Automatic Sampling Plan Flash Movie](#)
[Sampling a Unit Flash Movie](#)

Candidates | **Assessors** | Evidence Types | IV Observations | Referral History | Sampling Plans

Select
Use the following options to display a summary of units verified for each Assessor.

IV:

Course:

Assessor:

Include Previous Verifiers: ☐

Verification Type:

Start Date (d/m/y): / /

End Date (d/m/y): / /

Search

To view IQA sampling across Assessors and units - select the Assessor tab and the name of the Assessor or all Assessors

| Assessor/Unit | MU 2.2 | MU 2.3 | MU 2.4 | MU 2.8 | MU 2.9 | MU 2.10 | SHC 21 | SHC 22 | SHC 23 | TDA 2.1 | OP 2.4 | OP 2.1 | OP 2.11 | OP 2.2 | OP 2.3 | OP 2.5 |
|---------------|--------|--------|--------|--------|--------|---------|--------|--------|--------|---------|--------|--------|---------|--------|--------|--------|
| Anna Clark | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Tracy Dean | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tess McNeil | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

Sampling Summary



Review reports of units sampled in order to ensure that sampling occurs evenly and according to your centre's sampling strategy. Plus, determine your Sampling Plans.



[Automatic Sampling Plan](#)
Flash Movie



[Sampling a Unit](#)
Flash Movie

Candidates

Assessors

Evidence Types

IV Observations

Referral History

Sampling Plans

Select

Use the following options to display a summary of Evidence Types / Assessment Methods sampled.

IV: Kirsty Jones ▼

Course: BA L3 - Apprenticeship in Business

Assessor: All ▼

Include Previous Verifiers: ☐

Start Date (d/m/y): 17 ▼ / 3 ▼ / 2013 ▼

End Date (d/m/y): 17 ▼ / 3 ▼ / 2014 ▼

Search

To view IQA sampling across Candidates and Evidence - select the Evidence Types tab and the name of the Assessor or all Assessors

| Candidate Name | Accredited Prior Learning | Examination of Evidence | Observation | Product | Professional Discussion | Questioning | Reflective Account | Simulation |
|----------------|---------------------------|-------------------------|-------------|---------|-------------------------|-------------|--------------------|------------|
| Ash, Barnaby | 3 | 0 | 3 | 3 | 0 | 0 | 0 | 0 |
| Clark, Adrian | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Davies, Wendy | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 |
| Gilbert, James | 1 | 2 | 0 | 1 | 3 | 0 | 0 | 0 |
| McNee, Louise | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 5 | 2 | 3 | 4 | 4 | 1 | 1 | 0 |

e-portfolio

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Sampling Summary

Review reports of units sampled in order to ensure that sampling occurs evenly and according to your centre's sampling strategy. Plus, determine your Sampling Plans.

[Automatic Sampling Plan Flash Movie](#)
[Sampling a Unit Flash Movie](#)

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Select
Use the following options to display a summary of the Assessors observed by you, their IV.

IV:

Assessor:

Include Previous Verifiers: ☐

Start Date (d/m/y): / /

End Date (d/m/y): / /

[Search](#)


| Date Occurred | Assessor Observed | Comments |
|---------------|-------------------|----------|
| 04 Feb 14 | Anna Clark | |
| 08 Nov 13 | Anna Clark | |
| 23 Aug 13 | Anna Clark | |

[Print IV Observations \(PDF\)](#)

To view IQA observation of Assessors practice - select the IV observation tab and the name of the Assessor or all Assessors

Click on the name of the Assessor

Sampling Summary



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CandidatesAssessorsEvidence TypesIV Observations**Referral History**Sampling Plans

Select
Use the following options to display a history of any referrals you have made.


IV: Kirsty Jones
Course: 3008-56 - 50065749 Level 3 NVQ Diploma in Barbering wii
Start Date (d/m/y): 17 / 3 / 2013
End Date (d/m/y): 17 / 3 / 2014

Search

| Assessor/Unit | MU 2.2 | MU 2.3 | MU 2.4 | MU 2.8 | MU 2.9 | MU 2.10 | SHC 21 | SHC 22 | SHC 23 | TDA 2.1 | OP 2.4 | OP 2.1 | OP 2.11 | OP 2.2 | OP 2.3 | OP 2.5 |
|---------------|--------|--------|--------|--------|--------|---------|--------|--------|--------|---------|--------|--------|---------|--------|--------|--------|
| Anna Clark | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tracy Dean | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tess McNeil | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |

To view Outcomes that have been referred back to the Assessor select the Referral History tab

Sampling Summary



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Select
Use the following

IV

Kirsty Jones

Course

Assessors

Company

Please select

☒ Show Active Plans
 ☐ Show Archived Plans

Search

Quick filter:

Create new sampling plan

| Name | Description | Edit | Archive | Delete |
|--|------------------------------------|------|---------|--------|
| CCLD L2 Sampling Plan | CCLD L2 Sampling Plan 2011 - 2012 | | | |
| Management Level 3 NVQ | Management Level 3 NVQ 2009 - 2010 | | | |

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

To view IQA sampling plans- select the Sampling Plan tab and the name of the IV
Click on the plan you would like to view

Candidates
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Sampling Plan

Sample Plan 2013/2014 - Hairdressing Level 2

Sampling Plan View | Assessor View

Back to search results

| Candidates | G17 | G18 | G20 | G4 | G7 | G8 | GH.. | GH.. | GH.. | GH.. | GH.. | GH.. | GH8 | GH9 |
|-----------------|-----|-----|-----|----|----|----|------|------|------|------|------|------|-----|-----|
| Anita Crossland | | X | | X | | X | | | | X | X | X | | |
| Lynn Horan | | | | | | | | | | | | | | |
| Emily Sande | | X | | X | | X | | | | X | X | X | | |
| Nicky Sanders | | X | | | | | | | | X | X | X | | |
| Lily Smith | | X | | | | | | | | X | X | X | | |

Unit Properties
Select Node

Unit summatively sampled as planned

Unit sampled not planned

Unit planned for sampling

Sampling Key:

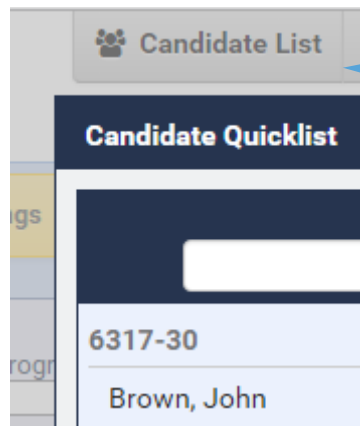
- Planned for Verification
- Overdue for Verification
- Verified (by any IV)

Status Key:

- X Unit Not Selected
- Not Started
- Started
- Completed
- Verified
- Verified, but outside the search terms

Click Here to Download Sampling Plan (PDF)

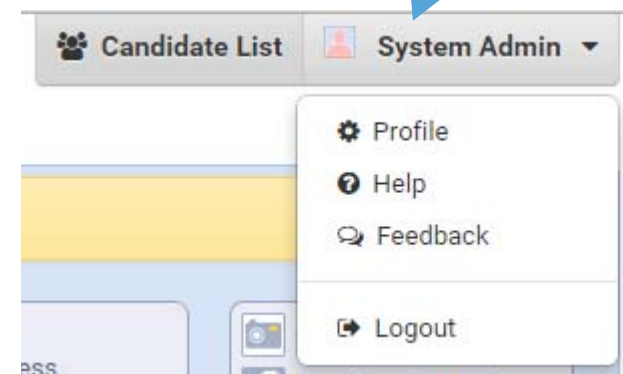
Hints and Tips



There is the option to select learners from the 'quick link' Candidate list

As the EQA you cannot add any feedback or comments in Learning Assistant therefore you must ensure that there is a clear audit trail on what you sampled in your CAR report

Please remember to log out by using the link in 'System Admin'



LA – USEFUL CONTACTS

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